

Our objectives  
info:

feeling:

To Plan You Need:  
Environment Checklist  
Briefcase Books Big List of Interviewing Methods  
Communication Styles Expectations & Strategies  
STAR Behavioral Interview Questions Worksheet

What's in it for me:

**Interview Planning & Conducting**  
**INFORMATION GATHERED BEFORE THE INTERVIEW**

<b>Communication Style Clues</b>	<b>Information Gained That Meets the Information Objectives</b>	<b>From Where/Who</b>
<b>Past Experiences, Attitudes, Beliefs, Values Related to the Reason for the Interview</b>		

Our objectives  
info:

feeling:

What's in it for me:

### Interview Planning & Conducting

#### GENERAL AGENDA

##### Beginning:

- First Communication
- Our info objectives
- Their objectives
- How much time we ll be together
- Methods for meeting our objectives
- Info about our organization and about us

##### Gaining Info - questions/other methods

##### Ending:

- What will happen with info after interview
- Your responsibilities after interview and theirs
- Gaining commitment for what they ll do next

##### Beginning:

First Communication

Our info objectives

Their objectives

How much time we ll be together

Methods for meeting our objectives

Info about our organization and about us

#### WORDS

Looking For:

Not Looking For:

or *Interviewing Techniques for Managers* 2002 - buy it at <http://trainingsystems.safeshopper.com>

#### INFO TO GAIN

✓ STAR



#### QUESTION (actions) or OTHER METHOD

#### WHAT YOU SAW & HEARD

- Situations
- Tasks
- Actions
- Results

REMEMBER TO TRANSITION FROM ONE QUESTION/METHOD TO THE NEXT TO KEEP THE INTERVIEW FROM FEELING CHOPPY - ask a question or make a comment

INFO TO GAIN	<input checked="" type="checkbox"/> STAR	QUESTION (actions) or OTHER METHOD	WHAT YOU SAW & HEARD
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	<input type="checkbox"/> Situations <input type="checkbox"/> Tasks <input type="checkbox"/> Actions <input type="checkbox"/> Results		
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INFO TO GAIN	STAR	QUESTION (actions) or OTHER METHOD	WHAT YOU SAW & HEARD
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WORDS  
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**Ending:**

Letting them know what will happen with the information after the interview

Making sure they know what your responsibilities are after the interview as well as theirs

Gaining commitment from them for what they'll do next

**Person (s) Interviewed:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_ **Interviewer:** \_\_\_\_\_